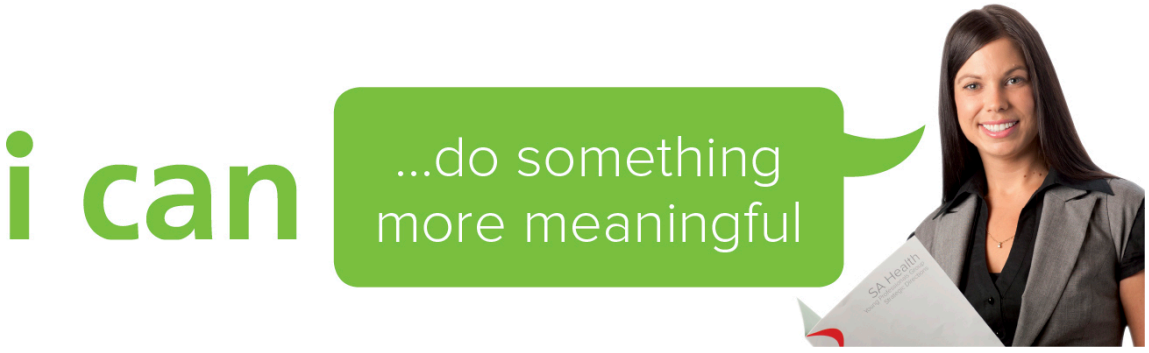


SA Health Job Pack

Job Title	Enrolled Nurse
Eligibility	Open to Everyone
Job Number	737502
Applications Closing Date	30 October 2020
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Kangaroo Island Health Service
Location	Kingscote, Kangaroo Island
Classification	ENC/END
Job Status	Multiple positions available - permanent & temporary, part time (hours to be negotiated over a 7 day roster)
Total Indicative Remuneration	ENC: $64,181 - $73,556 p.a. (Pro-rata) END: $68,896 - $78,618 p.a. (Pro-rata)

Contact Details

Full name	Nicole Holm
Phone number	8553 4200
Email address	Nicole.Holm@sa.gov.au

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Working with Children Check - **DHS**
- ☒ Unsupervised Contact with Vulnerable Groups Employment Screening - **NPC**
- ☐ Disability Services Employment Screening - **DHS**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). Please click here for further information on these requirements.

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to http://www.sahealthcareers.com.au/information/ for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements

Government of South Australia
SA Health

ROLE DESCRIPTION

Role Title:	Enrolled Nurse
Classification Code:	Enrolled Nurse (Certificate and Diploma) EN/EN-MA/ENDP
LHN/ HN/ SAAS/ DHA:	☒ Barossa Hills Fleurieu Local Health Network ☐ Eyre and Far North Local Health Network ☐ Flinders and Upper North Local Health Network ☐ Limestone Coast Local Health Network ☐ Riverland Mallee Coorong Local Health Network ☐ Yorke and Northern Local Health Network
Hospital/ Service/ Cluster	Kangaroo Island Health Service
Division:	Nursing
Department/Section / Unit/ Ward:	Acute/Aged Care
Role reports to:	Nurse Unit Manager
Role Created/ Reviewed Date:	November 2019
Criminal History Clearance Requirements:	☒ DHS Working With Children Check (WWCC) ☐ DHS Disability Services Employment Screening ☒ NPC – Unsupervised contact with vulnerable groups
Immunisation Risk Category	☒ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☐ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Enrolled Nurse supports the Registered Nurse/Midwife in the provision of person-centred care consistent with regulatory and statutory requirements. Practice at this level is from novice to proficient Enrolled Nurse practice. Employees at this level work under the direction and supervision of the Registered Nurse/Midwife, however at all times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing nursing/midwifery care.

Direct Reports:

- Assistant in Nursing, Direct Care Worker, Students

Key Relationships/ Interactions:

Internal

The Enrolled Nurse:

- Works under the direct or indirect supervision of a Registered Nurse and or Midwife
- Maintains cooperative and productive working relationships within all members of the health care team

External

Maintains relationships with non-government organisations or other government organisations.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Working with children, youth, women and their families where there are multiple complexities and diverse cultural backgrounds.
- Recognising and responding to clinical deterioration or other incidents and escalating appropriately
- Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies

Delegations:

- Nil

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012* (SA)
- *SA Information Privacy Principles*
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009* (SA), *Health Care Act* (SA) 2008, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- *Health Practitioner Regulation National Law (South Australia) Act 2010*
- *Mental Health Act 2009* (SA) and Regulations
- *Controlled Substances Act 1984* (SA) and Regulations
- The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and

Assessment Frameworks for Registration Standards)

- The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- SA Health / BHFLHN policies, procedures and standards.

Handling of Official Information:

- By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.
- SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.
- SA Health employees will not misuse information gained in their official capacity.
- SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement:

Barossa Hills Fleurieu LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Barossa Hills Fleurieu LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Special Conditions:

*NB Reference to legislation, policies and procedures includes any superseding versions

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit

- NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- WWCCs must be renewed every 5 years thereafter from date of issue.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, Barossa Hills Fleurieu LHN will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does *not* apply to existing Barossa Hills Fleurieu LHN employees with continuous employment with Barossa Hills Fleurieu LHN which commenced prior to 1 October 2016.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	> Demonstrates knowledge and skill in assessment, care and routine procedures for area of practice; > Under the direction of a registered nurse makes decisions and takes initiative to plan and complete nursing care tasks within their scope of practice; > Engages with patients/clients to provide person centred care
Support of health setting services	> Contributes to quality improvement > Provides assistance to other members of the health care team in provision of care to individuals/groups, including overseeing the work of an AIN/M and students.
Education	> Provides education to patients/clients, families and carers; > Contributes to the education of others; > Continue own professional development, seek learning opportunities and maintains own professional development portfolio of learning and experience.
Research	> Contributes to research as appropriate; > Recognises the importance of evidence based practice.
Professional leadership	> Under the guidance of a registered nurse coordinates and guides activities of student enrolled nurses and assistants in nursing.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Enrolled or eligible for enrolment as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills:

- Effective verbal and written communication skills.
- Ability to work in a multidisciplinary team environment.
- Ability to prioritise workload, recognise and report changes in clinical condition
- Ability to provide person-centred care

Experience

- Experience in the provision of nursing care in the healthcare setting in accordance with the appropriate standards of practice.

Knowledge

- Knowledge and understanding the role of the Enrolled Nurse within the health care setting.
- Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
-

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Additional education/qualifications in area of practice

Personal Abilities/Aptitudes/Skills:

- Ability to use technology and computer skills
-

Experience

- Experience in assisting with quality improvement activities within a healthcare setting

Knowledge

- Knowledge of contemporary nursing and health care issues.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

Kangaroo Island is Australia's third largest island situated 110 kilometres south-west of Adelaide, with the health service covering an area of approximately 4400 square kilometres. The island is easily accessible by ferry or plane.

Kingscote is the major commercial centre with a population of approximately 2200 people.
Other townships include: American River, Baudin Beach, Brownlow KI, Emu Bay, Island Beach, Nepean Bay, Parndana, Penneshaw, Stokes Bay and Vivonne Bay.

The total population of Kangaroo Island is approx. 4,400.

Kangaroo Island is an international tourist destination (190,000 per annum) with a commitment to sustainable tourism, and preserving the environment. It is a microcosm of different landscapes and environments - stunning beaches, forests, desert dunes and farmland. More than one third of the island is covered by national and conservation parks. Kangaroo Island is a haven for kangaroos, wallabies, possums, frogs, bandicoots, koalas, platypus, sealions and long nosed fur seals.

The Kangaroo Island Health Service has been a recognised Multi-Purpose Site since 1997. The flexibility of this model has facilitated the delivery of Hospital, Aged Care, Obstetric and Community Health Services to the wider island community, incorporating the towns of Kingscote, American River, Penneshaw and Parndana.

Kangaroo Island Health Service offers the following services:
Residential Aged Care Services, Acute inpatient care, Level 1 Theatre Service, 24 hour, seven day per week Accident & Emergency, Pre, Peri and Post Natal Maternity Services, Outpatient Services, End of Life Care (hospital and community based), Community Home Support program (CHSP), Diversional Activities, Allied Health Services, Mental Health Services, Residential and in home respite services, Community Health and Out of Hospital Services, Chemotherapy

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: **Role Title:**

Signature: **Date:**

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name: **Signature:**

Date: